

Custodial, Labor and Trades Group  
Labor and Trades Supervision Series

CENTRAL MAINTENANCE SERVICES SUPERVISOR  
05/91

### *Summary*

Under direction, plans, supervises and participates in the maintenance and repair of buildings and related equipment for several City departments; and performs related duties as required.

### *Typical Duties*

Supervises the maintenance and repair of buildings, air conditioning systems, heater units, and related equipment; supervises the operation and installation of building equipment such as boilers, chillers, pumps and other associated machinery; supervises roof repair crews; supervises custodians; makes inspections of buildings and surrounding areas including contacted services.

Maintains desired humidity and temperatures in buildings; supervises and performs major and minor repairs to emergency electric generators and related equipment.

Plans, assigns, and reviews the work of several assigned work crews and evaluates their performance; trains and develops assigned personnel; enforces personnel rules and regulations, standards of conduct and work attendance; enforces safe working practices and procedures; makes recommendations on personnel changes and interviews new applicants.

Confers with building tenants and makes recommendations on maintenance practices; makes budget item and capital expenditure recommendations for general maintenance; keeps records and prepares reports as required.

### *Minimum Qualifications*

Training and Experience: Graduation from high school or G.E.D. and eight years of progressively responsible experience in the maintenance of buildings and building equipment, including experience in air conditioning and heating and two years of supervisory experience in building maintenance and mechanical maintenance; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of the methods, procedures, materials and techniques used in the maintenance and repair of buildings and related equipment; considerable knowledge of air maintenance equipment, controls and related equipment; considerable knowledge of the hazards and safety precautions of the trade.

Ability to perform maintenance and repair on a wide variety of building equipment; ability to perform manual work; ability to read and interpret blue prints, plans and specifications; ability to plan, assign, train, supervise and evaluate assigned personnel; ability to establish effective working relationships; ability to keep records and prepare reports.

*Physical Requirements:* Lifting and carrying of heavy loads ranging from 50 to 100 pounds, climbing, standing, walking, stooping, and bending.

*Licenses and Certificates:* Valid U.S. Driver's License.

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Director of Personnel

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Department Head